



**GRANT COUNTY**  
**OFFICE OF THE**  
**BOARD OF COUNTY COMMISSIONERS**  
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September 19, 2023

Catholic Charities Housing Services  
5401 W Walnut Street  
Yakima, WA 98908

To Whom it may concern:

The Grant County Board of Commissioners has reviewed the CCHS Grant County Preservation Project Relocation Plan dated August 2023, to temporarily relocate residents from Quincy Manor, Quincy, WA, La Amistad, Warden, WA, and Villa Santa Maria, Mattawa, WA.

Thank you for the work you are doing in Grant County to help some of our most vulnerable citizens.

Sincerely,

BOARD OF GRANT COUNTY COMMISSIONERS

\_\_\_\_\_  
Rob Jones, Chair

\_\_\_\_\_  
Cindy Carter, Vice-Chair

\_\_\_\_\_  
Danny E. Stone, Member

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Danny E. Stone  
District 1

Rob Jones  
District 2

Cindy Carter  
District 3

# TRANSYSTEMS

## *CCHS Grant County Preservation Project*

### RELOCATION PLAN

**Prepared for:**

Catholic Charities Housing Services  
5401 W Walnut Street  
Yakima, WA 98908  
(509) 853-2794

**Prepared By:**

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**August 2023**

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# LIST OF EXHIBITS

EXHIBIT A:	Scope of Renovation Work
EXHIBIT B:	HUD Income Levels – Grant County
EXHIBIT C:	Residential Informational Brochure
EXHIBIT D:	General Information Notice
EXHIBIT E:	Notice of Non-Displacement
EXHIBIT F:	Notice to Temporarily Vacate

# INTRODUCTION

Catholic Charities Housing Services (“Owner”) has authorized the preparation of a Relocation Plan to be undertaken in connection with a proposed rehabilitation project, the CCHS Grant County Preservation Project (Project) located at three scattered sites in Grant County, WA including: Quincy Manor at 205 D Street Southwest, Quincy, WA 98848, La Amistad at 912 South County Road, Warden, WA 98857 and Villa Santa Maria at 55 2<sup>nd</sup> Street, Mattawa, WA 99349 (collectively the “Project site”). The Owner plans to rehabilitate 95 affordable rental units. Renovations will include moderate rehab to two of the communities and substantial rehabilitation to the community located in Quincy WA. Specific plans are outlined in **Exhibit A**. Renovation work in the units will require tenants to move out temporarily to off-site accommodations.

There are currently 10 one-bedroom units, 27 two-bedroom units, 46 three-bedroom units and 10 four-bedroom affordable units plus two common area units at the Project site(s). There will be no loss of units within the buildings, and the bedroom counts will remain the same. There will be no rent increase due to rehab, but there will be the normal increase on lease renewal of 5% or less. The rehabbed units will be restricted to tenants with incomes at 30% - 50% of area median income (AMI) under the existing WSHFC LIHTC program and/or HUD Section 8 HAP. All units currently qualify for LIHTC at 60% and below.

The Owner anticipates receiving an allocation of LIHTC from the Washington State Housing Finance Commission, capital funds from the Washington State Housing Trust Fund (Washington State Department of Commerce), additionally the project financing will include Operating Reserves, Deferred Developer Fee, and Seller Take Back Financing/Assumption of existing debt. There will also be HUD Mark Up to Market on the Section 8 units at (Quincy Manor).

TranSystems Corporation, doing business as Overland, Pacific & Cutler, LLC (TranSystems), an experienced relocation consulting firm, has been selected to prepare a Relocation Plan (“Plan”.) The Plan conforms to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, HUD Handbook 1378 of the Department of Housing and Urban Development (HUD) and Washington State Department of Transportation (DOT) requirements as described in Chapter 8.26 RCW.

In compliance with statutory requirements, this Plan has been prepared to evaluate the present circumstances of affected tenants, any temporary housing requirements of the tenants, and to describe the temporary relocation plan. The needs and characteristics of the residents and the Owner’s program to provide assistance to each affected person are subjects of this Plan.

All tenant households will be required to move temporarily off-site and back to their original units once renovations have been completed.

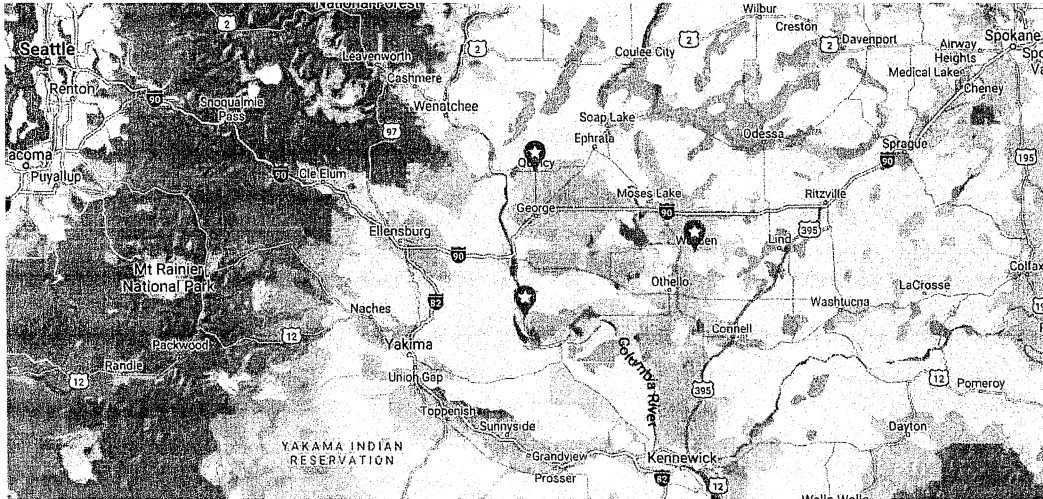
This Plan is organized in five sections:

1. Project description (**SECTION I**);
2. Assessment of the relocation needs of persons who may be subject to temporary displacement (**SECTION II**);
3. Assessment of available temporary housing near the Project sites (**SECTION III**);
4. Description of the Owner’s relocation program (**SECTION IV**);
5. Description of the Owner’s Project timeline and budget (**SECTION V**).

## I. PROJECT DESCRIPTION

### A. REGIONAL LOCATION

The “Project site” consists of three scattered sites located in Grant County, WA. The three sites are indicated on *Figure 1: Regional Project Location* and the individual sites are shown in *Figures 2-4 Project Site Locations*.

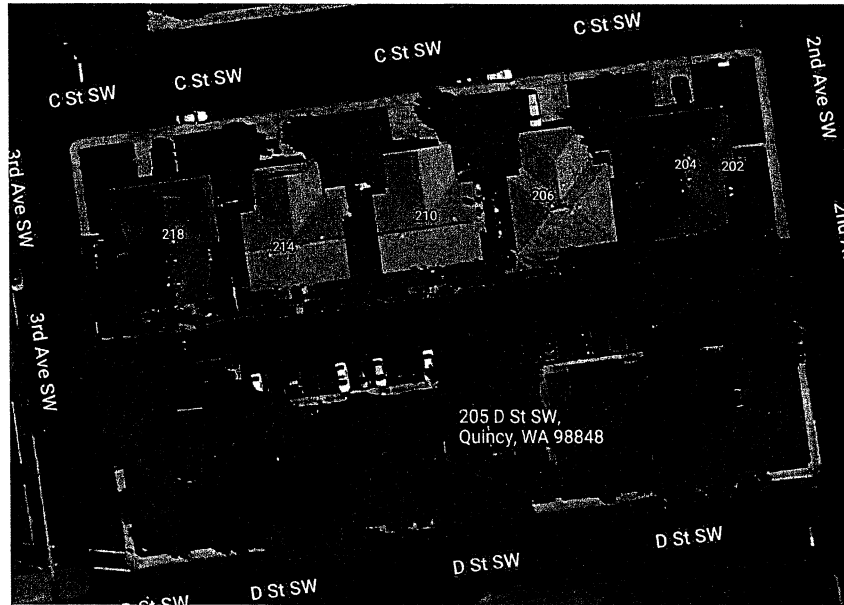


**Figure 1: Regional Project Location**

### B. PROJECT SITE LOCATION AND DESCRIPTION

Quincy Manor is located at 205 D Street Southwest, Quincy, WA 98848 and consists of one parcel improved with three residential buildings on 0.8 acres. The development is generally bordered by C Street SW, 2<sup>nd</sup> Avenue SW, D Street SW and 3<sup>rd</sup> Avenue SW (*Figure 2: Project Site Location*).

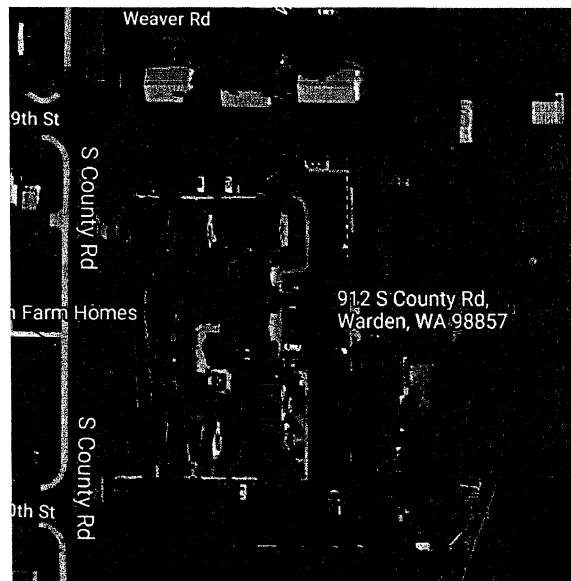
The development consists of 20 affordable units, including eight one-bedroom units, 10 two-bedroom units and two three-bedroom units. As of the date of this Plan, all 20 units are occupied.



***Figure 2: Project Site Location – Quincy Manor***

La Amistad is located at 912 South County Road, Warden, WA 98857 and consists of one parcel improved with 17 residential buildings plus a single-story community building and garage on 6.5 acres. The development is generally bordered by S. County Road, Beck Way, Claremont Avenue and W 11<sup>th</sup> Street (*Figure 2: Project Site Location*).

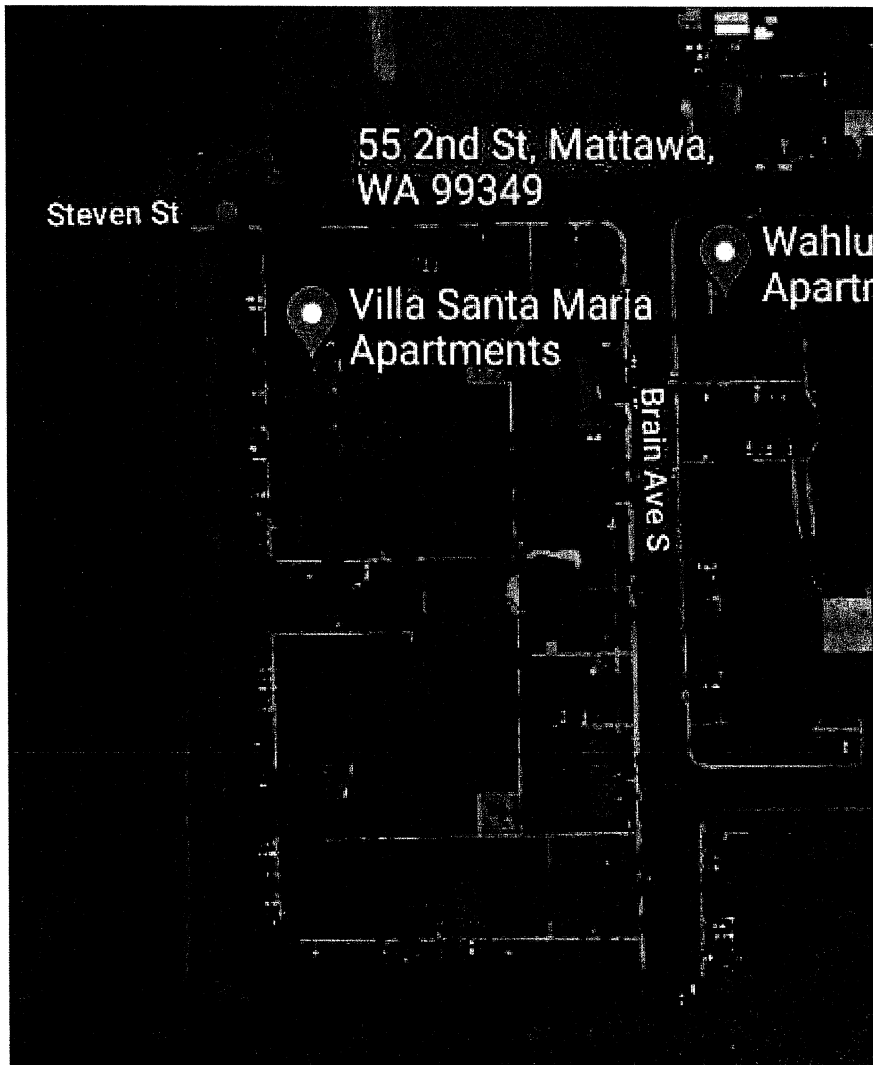
The development consists of 30 affordable units, including four two-bedroom units, 23 three-bedroom units, two four-bedroom units and one common area unit. As of the date of this Plan, 29 of the 29 tenant units are occupied by permanent residents, and no units are vacant.



***Figure 3: Project Site Location – La Amistad***

Villa Santa Maria is located at 55 2<sup>nd</sup> Street, Mattawa, WA 99349 and consists of one parcel improved with eight residential buildings plus a single-story community building on 2.52 acres. The development is generally bordered by S. County Road, Beck Way, Claremont Avenue and W 11<sup>th</sup> Street (*Figure 2: Project Site Location*).

The development consists of 45 affordable units, including two one-bedroom units, 13 two-bedroom units, 21 three-bedroom units, eight four-bedroom units and one common area unit. As of the date of this Plan, 44 of the 44 tenant units are occupied by permanent residents, and no units are vacant.



***Figure 4: Project Site Location – Villa Santa Maria***

## **II. ASSESSMENT OF RELOCATION NEEDS**

### **A. SURVEY METHOD**

Data on the Project households was provided to TranSystems by the Owner's Representatives in August 2023. Individual interviews will be conducted with impacted households closer to the implementation phase of the project to assess any special needs related to temporary relocations.

### **B. OCCUPANT DATA**

#### **1. Current Occupants**

As of the date of this Plan, all of the units to be rehabbed for the Project are occupied. (Two units are common area units). Household size ranges from one person eight persons. Project households are occupying one-, two-, three- and four-bedroom units.

#### **2. Income**

General information regarding gross household income of the Project households was provided by the Owner wherein all households qualify below the Low Income level (80% or less AMI) according to income standards for the County of Grant (**Exhibit B**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD). Further, all households qualify below 60% AMI. No households will be involuntarily permanently displaced if over-income, although they may be offered an incentive to voluntarily move.

#### **3. Language**

Spanish is the primary language of many of the residents. However, all verbal communication and required written notices will be provided in English, Spanish, and/or the language understood by the members of the household, or an interpreter will be provided.

#### **4. Senior/Handicapped Households**

It is unknown at this time how many Project tenants are seniors (62 years or older) or disabled although the projects serve Farmworkers and their families. If it is later determined that any resident has a mobility challenge, appropriate steps will be taken to accommodate them and to provide temporary housing on a first floor or with access to an elevator and an ADA compliant unit when necessary. Senior and disabled tenants will receive extra assistance to make sure their units are move-ready, to transport them to the temporary accommodations and to accommodate any other special needs they may have.

#### **5. Temporary Housing Needs**

Households will be temporarily housed off-site during unit renovations. Households will be temporarily housed off-site in a motel/hotel, which will accommodate the needs of the specific household (i.e. number of rooms, any special facilities required to accommodate handicapped households, pets, etc. as required). If a motel/hotel does not include a kitchenette, a food/meal stipend will be provided, as well as a transportation stipend.



### **III. RELOCATION RESOURCES**

#### **A. TEMPORARY HOUSING AVAILABILITY**

The Owner's planned rehabilitation and scope of work will occur in phases and will require Project households to move off-site temporarily for approximately 3-5 days for residents at La Amistad and Villa Santa Maria and for 30 days for residents at Quincy Manor. Residents moved off-site from Quincy Manor will have furniture and personal property moved and securely stored and returned to the unit post-renovations. For the residents living at La Amistad and Villa Santa Maria, their personal property will either be kept and protected within the unit during renovations or moved into secure storage.

A market survey was conducted to identify available motels/hotels within proximity to the Project sites. Motels/hotels were identified within 11 miles of the Quincy site, 15 miles of the La Amistad site and 28 miles of the Villa Santa Maria site with nightly rates of \$116 - \$222. All three hotels have ADA accessible units on site. Two of the hotels have kitchenettes within the suites. Tenants staying at a hotel without a kitchenette will be provided a per diem per the GSA rate for that area at the time of the temporary relocations. The current standard GSA rate for meals and incidentals for Washington state is \$59 per person per day.

The Owner has found there is adequate temporary housing available for the temporary relocation of the Project households, although due to the rural nature of the sites, the temporary housing is not in close proximity.

All temporary housing will be inspected to assure it is decent, safe and sanitary and meets the needs of the residents regarding mobility challenges. If residents receive services or are normally transported to off-site facilities during the days they will be in temporary housing, arrangements will be made to continue the services and/or transportation of the resident to and from the temporary housing. Temporary accommodations will be identified that allow pets, as applicable, or pet boarding will be arranged and paid for by the Owner.

As an alternative to temporarily staying in off-site accommodations, the Owner will offer each of the households, who must temporarily vacate their units, a stipend, if they choose to stay with friends or family for the period of time they are required to be out of their units. The Owner anticipates at least 50% of the households will elect this option.

The Owner understands that if the tenants are required to be out of a Project unit for more than one year, permanent relocation benefits must be offered to them under the URA with no reduction for temporary relocation benefits previously paid.

## IV. THE RELOCATION PROGRAM

The Owner's Relocation Program is designed to be responsive to unique Project circumstances, emphasize maintaining personal contact with all affected individuals, and consistently apply all criteria to formulate eligibility and benefit determinations and conform to all applicable requirements. The Owner will provide the Project residents the assistance, rights and benefits required under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and HUD Handbook 1378 of the Department of Housing and Urban Development (HUD). The relocation program will provide both advisory and financial assistance. Every effort will be made to facilitate relocation arrangements and minimize hardships for residents.

The Owner will retain a qualified relocation company to administer the Relocation Program. Experienced Owner staff will monitor the performance of the relocation staff and be responsible to approve or disapprove recommendations concerning eligibility and benefit determinations and interpretations of Owner's policy.

Relocation staff will be available to assist any relocated person with questions about the relocation process, relocation counseling and/or assistance in relocating.

Owner and relocation staff will administer the Relocation Program and will be available to assist any relocated person with questions about the temporary relocation process, relocation counseling and/or assistance in relocating.

The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

### A. ADVISORY ASSISTANCE

Advisory assistance services are intended to inform displacees about the Owner's temporary relocation program, help in the process of securing appropriate temporary accommodations, facilitate claims processing, maintain a communication link with the Owner and coordinate the involvement of outside service providers.

To follow through on the advisory assistance component of the relocation program and assure that the Owner meet their obligations under the law, Owner staff will perform the following functions:

- 1) Distribute appropriate written information concerning the Owner's relocation program;
- 2) Inform the eligible households of the nature of, and procedures for, obtaining available relocation benefits (**Exhibit C**);
- 3) Determine the needs of each resident eligible for assistance (including personal interviews with the persons to be displaced);
- 4) Arrange for or provide transportation to the temporary displacees, if necessary, to the temporary accommodations;
- 5) Inspect temporary housing to assure it meets decent, safe and sanitary standards as described in the URA;

- 6) Assist eligible occupants in the preparation and submission of relocation assistance claims;
- 7) Provide additional reasonable services necessary to successfully temporarily relocate occupants;
- 8) Make benefit determinations and payments in accordance with applicable laws, regulations and the Owner's adopted relocation guidelines;
- 9) Assure that no occupant is required to move without a minimum of 30 days' written notice to vacate;
- 10) Inform all persons subject to displacement of the Owner's policies with regard to eviction and property management;
- 11) Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the Owner's decisions with respect to relocation assistance; and
- 12) Provide assistance that does not result in different or separate treatment based on or due to an individual's sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

No resident will be required to move without both adequate notice and access to available affordable decent, safe and sanitary housing. Personal contact will be maintained with all individuals until the renovation process has been completed.

## **B. RELOCATION BENEFITS**

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all residents. In the course of a personal interview and follow-up visits, each resident will be counseled as to available options and the consequences of any choice with respect to financial assistance. Relocation benefits will be provided in accordance with the provisions of the Owner's program and procedures pertaining thereto.

The Owner will pay directly for any temporary accommodations and for professional moving services at no cost to the residents and will process advance payment requests to mitigate hardships for tenants who do not have access to sufficient funds to pay any other unanticipated temporary moving related costs. Approved requests will be processed expeditiously.

All tenants required to relocate temporarily would continue to pay their rent and utilities to the Owner for the tenants' current units, and the Owner would directly pay the full housing cost of the temporary accommodations. After rehabilitation has been completed, tenants would move back to their original unit.

If tenants are required to temporarily move off-site, transportation would be provided or arranged by relocation or Owner staff to residents, as needed, to the hotel/motel at no cost to the residents. The residents would bring clothing, personal items, toiletries, etc. for the hotel stay. If the tenants temporarily move to a hotel without a kitchenette, they will be provided with a daily meal per diem payment based on the number of household occupants and the current GSA per diem rate for the Project area.

As an alternative to temporarily staying in a nearby hotel/motel, the Owner would offer each of the households, who may have to temporarily vacate their units, a stipend, if they choose to stay with friends or family or self-house themselves for the time they are required to be out of their units.

The Owner will directly pay for a professional mover to move the tenants' furniture and belongings into secured storage and back into the tenants' permanent units once rehabilitation activities are completed. Packing and unpacking services will also be provided to all residents at no cost to the residents, if needed and requested.

Any reasonable and necessary out-of-pocket costs associated with the moves would be paid directly by the Owner, including, but not limited to, all temporary housing and moving costs, storage costs, transport costs, and miscellaneous costs such as pet boarding.

All relocation activities will conform to the requirements of the Federal Relocation Regulations and Laws. Residents to be temporarily displaced will be given at least 30 days' written notice to vacate into temporary housing, and advisory services will be provided throughout the relocation process. Relocation staff will provide all required relocation assistance to the Project households during site renovations.

The Owner will directly pay for temporary housing and move-related costs. Therefore, no tenant should incur any out-of-pocket costs associated with the temporary relocations. However, in the event a tenant does incur a cost related to the temporary relocation, the Owner will reimburse all eligible, reasonable and necessary costs.

### **C. GENERAL INFORMATION ON PAYMENT OF RELOCATION BENEFITS**

Claims and supporting documentation for relocation benefits must be filed with the Owner within 60 days from the date the resident returns to their permanent unit. If a resident chooses the stipend payment to stay with friends or family, the following claims process will apply as well.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

- 1) Tenants(s) will provide all necessary documentation to substantiate eligibility for assistance;
- 2) Assistance amounts will be determined in accordance with the provisions of the applicable relocation law and guidelines;
- 3) Required claim forms will be prepared by relocation staff and reviewed with tenants. Signed claims and supporting documentation will be maintained in tenant files;
- 4) The Owner will review all claims for payment and determine whether to approve, deny, or seek additional information;
- 5) The Owner will issue benefit checks for moving payments for distribution to tenants;
- 6) All correspondence, back-up documentation, claims, receipts of payment and notices will be maintained in the relocation case file.

#### **D. PROGRAM ASSURANCES AND STANDARDS**

Adequate funds are available to temporarily relocate all impacted households. Relocation assistance services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

#### **E. LAST RESORT HOUSING**

There will be no permanent displacements, and all residents have the right to return to a Project unit. Therefore, housing of last resort is not applicable to this Project.

#### **F. RELOCATION TAX CONSEQUENCES**

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by the Owner or TranSystems. Tenants are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

#### **G. GRIEVANCE PROCEDURES**

The Owner's Relocation Appeals process will be consistent with the process as described within the URA. The right to appeal shall be described in all relocation explanatory material distributed to the tenants.

Tenants will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, and the failure to provide comparable temporary housing or the Owner's property management practices.

Requests for administrative review and informal hearings will be directed to the Owner's Director. All requests for review will receive written responses from the Owner within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HUD or directly to the Court. More detail concerning the appeals process will be provided upon request.

## **H. IMMIGRATION STATUS**

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the Uniform Act to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the Owner to have a significant and demonstrable negative affect the alien's spouse, parent or child.

The Owner acknowledges the legal presence requirement in order for a tenant to receive federally-funded assistance. HTF funded projects must follow the relocation requirements of the Washington State Department of Transportation (DOT) as described in Chapter 8.26 RCW, which is relocation assistance similar to what is required under the URA.

Owner staff will not seek immigration status information from each tenant aged 18 years or older by having them certify as to their legal status. The Owner will authorize the payment of relocation assistance benefits per the URA and RCW to any otherwise eligible tenants from non-federally authorized reimbursable funds.

## **V. ADMINISTRATIVE PROVISIONS**

### **A. NOTICES**

Each notice, which the Owner is required to provide to a Project occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested and documented in the case file. Each notice will be written in plain, understandable language.

Persons who are unable to read and understand any notice will be provided with appropriate translation and counseling. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are four principal notices:

- 1). General Information Notice
- 2). Notice of Non-Displacement
- 3). Informational Statement
- 4). Notice to Temporarily Vacate

The General Information Notice (GIN) and Notice of Non-Displacement (NOND) are intended to provide potential relocatees with a general written description of the Owner's temporary relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights. The notices also advise the tenant of their eligibility to remain in a Project unit and describes the benefits for which the household to be temporarily displaced is eligible (**Exhibits D & E**). The GIN/NOND are issued as early as is feasible in the initial stages of a Project. If awarded funding in December 2022, the Owner anticipates issuing GINs to all Project residents in **January 2023**.

The Informational Statement is intended to provide potential temporary displacees with a general written description of the Owner's relocation program and basic information concerning benefits, conditions of eligibility, noticing requirements and appeal rights (**Exhibit C**). The Informational Statement is issued as early as is feasible to the impacted residents in the initial stages of a Project.

No resident will be required to temporarily relocate without having received at least 30 days advance written notice of the earliest date by which the move will be necessary. The Notice to Temporarily Vacate will state a specific date by which the occupants are required to move and will provide the address of the permanent unit on-site or a comparable available temporary unit for the household to consider (**Exhibit F**).

### **B. PRIVACY OF RECORDS**

All information obtained from tenants is considered confidential and will not be shared without the consent of the tenant or the Owner. Owner staff will comply with regulations concerning the safeguarding of relocation files and their contents.

### **C. EVICTION POLICY**

1. Eviction may cause the forfeiture of a displacee's right to relocation assistance or benefits. Relocation records will be documented to reflect the specific circumstances surrounding any eviction action.
2. Eviction may be undertaken for one, or more of the following reasons:
  - (a) Failure to pay rent, except in those cases where the failure to pay is due to the owner's failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation, or a substantial interruption of services;
  - (b) Performance of a dangerous, and/or illegal act in the unit;
  - (c) A material breach of the rental agreement, and failure upon notification to correct said breach within 30 days of Notice;
  - (d) Maintenance of a nuisance, and failure to abate such nuisance upon notification within a reasonable time following Notice;
  - (e) Refusal to accept one of a reasonable number of offers of temporary housing (not applicable, if under pandemic conditions), and/or:
  - (f) A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the Owner.

### **D. CITIZEN PARTICIPATION**

A community meeting will be held closer to the time of construction to provide information to the residents on the planned renovations and project.

As the process for considering the Project moves forward, the Owner will observe the following protocol:

1. Provide affected tenants with full and timely access to documents relevant to the relocation program (all residents to be temporarily displaced will receive an Informational Statement and access to the Relocation Plan);
2. Encourage meaningful participation in monitoring the relocation assistance program; and
3. Provide technical assistance necessary to interpret elements of the relocation program and other pertinent materials.

### **E. PROJECTED DATE OF DISPLACEMENT**

Construction is anticipated to start August or September 2024 and be completed in approximately 13 months over all three sites. The Owner anticipates that a date specific Temporary Notice to Vacate will be issued to the first households to be temporarily relocated no earlier than **July 2024**.



## **F. ESTIMATED RELOCATION COSTS**

The total budget estimate for temporary relocation-related payments and services for this Project is **\$762,572.40**. The estimated relocation budget does not include any payments related to rehabilitation.

If the Project is implemented, and circumstances arise that should change either the number of residential occupants, or the nature of their activity, the Owner will authorize any additional funds that may need to be appropriated. The Owner pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project.

**EXHIBIT A**

**SCOPE OF RENOVATION WORK**

## *Grant County Preservation Scope of Work*

### **La Amistad**

The rehabilitation of La Amistad Apartments in Warden, Washington will include site, exterior, dwelling unit, and common area work. Improvements to site include replaced signage, lighting, and accessible parking. Exterior work includes repainted siding, replacing peroglas as needed, and new light fixtures. Work within units includes replaced appliances, countertops, repainted walls, and new carpeting. For full details from the architect and expected timeframe, see below.

Year Built: December 2004

2-Bedroom Units: 4

3-Bedroom Units: 24

4-Bedroom Units: 2

Total Dwelling Units 30

Total Number of Accessible Units: 2

Expected length of work: 3 – 5 days

### **Scope of Work**

#### **SITE**

- 1) Accessible parking: overlay asphalt paving, restripe, and provide new signage
- 2) Seal coat parking & restripe
- 3) Replace site lighting with LED lighting
- 4) Replace playground bark; existing equipment to remain
- 5) Replace tot lot equipment and rubber fall-protection tiles
- 6) Replace site signage
- 7) Replace mailboxes

#### **EXTERIORS**

- 8) Repaint all siding
- 9) Repair/replace free-standing pergolas as needed; paint
- 10) Replace weatherstripping & astragals at all exterior doors (units & common)
- 11) Replace light fixtures
- 12) Address selective accessibility compliance items

#### **DWELLING UNITS**

- 13) Address accessibility compliance items at accessible units
- 14) Replace kitchen countertops
- 15) Replace appliances
  - a. Refrigerator
  - b. Range
  - c. Dishwashers
- 16) Paint interior walls & ceilings (Repair damaged gypsum board prior, especially at stairs & corners)
- 17) Replace flooring with LVP except at stairs
- 18) Replace carpet on stairs with new carpet
- 19) Replace wall base
- 20) Replace light fixtures

- 21) Replace exhaust fans
- 22) Repair/Replace sealant at all bath fixtures
- 23) Replace bifold doors & hardware with bypass doors & hardware

#### COMMON AREAS

- 24) Address restroom & community kitchen accessibility compliance issues
- 25) Repaint interior walls & ceilings

## Quincy Manor

Rehabilitation of Quincy Apartments in Quincy, Washington will include site, exterior, dwelling unit, and common area work. Improvements to site include replacing the domestic water supply system, wastewater system, mailboxes, adding accessible parking stalls, and more. Exterior work includes replacing existing siding, windows, sliding glass doors, and exterior stairs. Work within units includes converting three units to be fully accessible, replacing appliances, countertops, light fixtures, showers/tubs. Common areas will be repainted, include central WiFi, and include renovated laundry rooms. For full details from the architect and expected timeframe, see below.

Year Built: December 1971

1-Bedroom Units: 8

2-Bedroom Units: 10

3-Bedroom Units: 2

Total Dwelling Units 20

Total Number of Accessible Units: 0

Expected length of work: 14 – 21 days

### Scope of Work

#### SITE

- 1) Replace site sign
- 2) Replace sidewalk and asphalt as needed
- 3) Provide new accessible parking stalls
- 4) Seal coat parking & restripe
- 5) Replace site lighting with LED lighting
- 6) Replace domestic water supply system
- 7) Replace wastewater system
- 8) Replace mailboxes
- 9) Prune trees
- 10) Replace trash enclosures

#### EXTERIORS

- 11) Replace existing siding with cementitious lap siding over 1" rigid foam insulation
- 12) Replace windows
- 13) Replace sliding glass doors
- 14) Replace exterior doors
- 15) Replace door hardware; provide master-keyed system
- 16) Replace patio light fixtures
- 17) Replace upper unit exterior decking

- 18) Replace guardrails and handrails
- 19) Replace exterior stairs
- 20) Replace roofing (and framing, as needed)
- 21) Add gutters
- 22) Upgrade crawl space & attic insulation

#### DWELLING UNITS

- 23) Convert three units to be fully accessible
- 24) Replace kitchen countertops & cabinets
- 25) Replace appliances
  - a. Refrigerator
  - b. Range
  - c. Range Hood
  - d. Water heater
- 26) Replace bath vanities
- 27) Replace tubs/showers
- 28) Replace toilets
- 29) Replace bath accessories
- 30) Paint interior walls & ceilings (Repair damaged gypsum board prior, especially at corners)
- 31) Replace existing carpet & sheet vinyl with LVP
- 32) Replace rubber base
- 33) Replace light fixtures
- 34) Replace exhaust fans
- 35) Provide split-system ductless (Heating and Cooling)
- 36) Replace electrical system
- 37) Replace electrical devices (switches, receptacles, thermostats, etc.)
- 38) Provide hard-wired smoke/co detectors
- 39) Replace domestic water supply system
- 40) Replace wastewater system
- 41) Replace interior doors
- 42) Replace door hardware

#### COMMON AREAS

- 43) Repaint interior walls
- 44) Renovate restrooms, accessibility.
- 45) Replace cabinets & countertops in community area, accessibility.
- 46) Replace interior doors
- 47) Replace door hardware
- 48) Provide central Wi-Fi
- 49) Renovate laundry rooms

### **Villa Santa Maria**

Rehabilitation of Villa Santa Maria Apartments in Mattawa, Washington will include site, exterior, dwelling unit, and common area work. Improvements to site include accessible parking, replaced signage, lighting, and playground bark. Exterior work includes repainted siding, replacing trellises above windows as needed, and new weatherstripping. Work within units includes replaced

appliances, countertops, flooring, and vanities. Common area scope includes addressing accessibility compliance issues and repainting interior walls and ceilings. For full details from the architect and expected timeframe, see below.

Year Built: December 2004

1-Bedroom Units: 2

2-Bedroom Units: 13

3-Bedroom Units: 21

4-Bedroom Units: 9

Total Dwelling Units 45

Total Number of Accessible Units: 3

Expected length of work: 3 – 5 days

### **Scope of Work**

#### **SITE**

- 1) Accessible parking: overlay asphalt paving, restripe, and provide new signage/curb cuts
- 2) Replace/repair ramp handrails/guards (primarily concrete/grout embeds)
- 3) Repair retaining wall
- 4) Seal coat parking & restripe
- 5) Replace site lighting with LED lighting
- 6) Replace playground bark; existing equipment to remain
- 7) Replace entry sign; existing posts to remain

#### **EXTERIORS**

- 8) Repaint all siding
- 9) Repair/replace trellises above windows & free-standing pergolas as needed; paint
- 10) Replace weatherstripping & astragals at all exterior doors (units & common areas)

#### **DWELLING UNITS**

- 11) Replace kitchen countertops & cabinets
- 12) Replace appliances
  - a. Refrigerator
  - b. Range
- 13) Replace bath vanities
- 14) Paint interior walls & ceilings (Repair damaged gypsum board prior, especially at stairs & corners)
- 15) Replace flooring with LVP except at stairs
- 16) Replace carpet on stairs with new carpet
- 17) Replace wall base with rubber/vinyl base
- 18) Replace/repair broken light fixtures, where found
- 19) Repair/Replace sealant at all bath fixtures
- 20) Replace bifold doors & hardware with bypass doors & hardware
- 21) Service furnace/heat pump

#### **COMMON AREAS**

- 22) Address restroom & community kitchen accessibility compliance issues
- 23) Repaint interior walls & ceilings
- 24) Replace exterior door & threshold at laundry room

## EXHIBIT B

### HUD INCOME LIMITS

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the **County of Grant** to define and determine housing eligibility by income level.

Area Median Income: \$76,500			
Family Size	Extremely Low	Very Low	Low
1 Person	17,750	29,550	47,250
2 Person	20,250	33,750	54,000
3 Person	24,860	37,950	60,750
4 Person	30,000	42,150	67,450
5 Person	35,140	45,550	72,850
6 Person	40,280	48,900	78,250
7 Person	45,420	52,300	83,650
8 Person	50,560	55,650	89,050

Figures are per the Department of Housing and Urban Development (California), **updated April 2023.**

**EXHIBIT C**

**INFORMATIONAL STATEMENT**



**Temporary Relocation Assistance  
Informational Statement  
for Families and Individuals**

Owner:

**Catholic Charities Housing Services**

Project Name:

**CCHS Grant County Preservation Project**

Informational Statement Content:

1. General Information
2. Assistance In Locating A Temporary Dwelling
3. Moving Benefits
4. Temporary Housing Payment
5. Qualification For And Filing Of Relocation Claims
6. Evictions
7. Appeal Procedures – Grievance
8. Tax Status of Relocation Benefits
9. Non-Discrimination and Fair Housing
10. Additional Information And Assistance Available

**Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente**

# **Informational Statement for Families and Individuals**

## **1. GENERAL INFORMATION**

The dwelling in which you now live is in a project area to be improved by, or financed through, the Owner using state and/or local funds. If and when the project proceeds, and it is necessary for you to temporarily move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must temporarily move, but you will receive no less than 30 days' written notice to temporarily vacate.

Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the federal/state law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

**PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING.** However, if you desire to move sooner than required, you must contact the Owner so you will not jeopardize any benefits. This is a general informational brochure only and is not intended to give a detailed description of either the law or regulations pertaining to the Owner's relocation assistance program.

**Please continue to pay your rent to the Owner, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive.**

## **2. ASSISTANCE IN LOCATING A TEMPORARY DWELLING**

The Owner, through its representatives, will assist you in securing a temporary dwelling and help coordinate your temporary move.

When a suitable temporary dwelling unit has been found, your relocation agent will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

No resident will be required to temporarily vacate without a reasonable offer of a decent, safe, and sanitary temporary unit within the resident's financial means.

## **3. MOVING BENEFITS**

If you must move as a result of temporary displacement by the Owner, your personal property will be moved by a licensed commercial mover and the Owner will pay the bill.

## **4. TEMPORARY HOUSING PAYMENT**

You may be eligible for a payment to assist you in renting a temporary dwelling if you are required to temporarily move off-site. If the cost of temporary housing exceeds your current housing

related payments (rent and utilities), the Owner will pay for the increase in costs. Or, the Owner may require you to continue to pay your current rent and utilities to the Owner, and the Owner will pay for all temporary housing costs.

## **5. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS**

Payments associated with temporary relocation will be based on actual, reasonable, and necessary costs confirmed via written documentation of same. All claims for relocation benefits must be filed with the Owner **within 60 days** from the date on which you move back to your permanent unit. The Owner's representative will assist you with the preparation and submittal of relocation claims on your behalf.

## **6. EVICTIONS**

Any person, who occupies the Project site and is not in unlawful occupancy, is presumed to be entitled to relocation benefits. Except for the causes of eviction set forth below, no person lawfully occupying the Project site will be required to move temporarily without having been provided with at least 30 days written notice from the Owner. Eviction will be undertaken only in the event of one or more of the following reasons:

- Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- Performance of dangerous illegal act in the unit;
- Material breach of the rental agreement and failure to correct breach within the legally prescribed notice period;
- Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- Refusal to accept one of a reasonable number of offers of temporary dwellings; or
- The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

## **7. APPEAL PROCEDURES - GRIEVANCE**

The Owner's Relocation Appeals process will be consistent with the URA. The right to appeal shall be described in all relocation explanatory material distributed to displacees.

Tenants will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, payment amounts, and the failure to provide comparable temporary housing or the Owner's property management practices

Requests for administrative review and informal hearings will be directed to the Owner's Director. All requests for review will receive written responses from the Owner within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

The appellant does not have to exhaust administrative remedies first; the appeal/grievance can either go directly to HUD or directly to the Court. More detail concerning the appeals process will be provided upon request.

## **8. TAX STATUS OF RELOCATION BENEFITS**

No relocation payment received shall be considered as income. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

*(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)*

## **9. NON-DISCRIMINATION AND FAIR HOUSING**

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Owner's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. The Owner's representative will assist with the referral of complaints to the appropriate Federal, State or local fair housing enforcement Owner.

## **10. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE**

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in temporarily relocating. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact <<NAME>> at <<NUMBER>>.

**EXHIBIT D**

**GENERAL INFORMATION NOTICE**

## General Information Notice

Residential Tenant (Federal)

<<DATE>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants

<<ADDRESS>>

<<ADDRESS>>

Dear Occupants:

Catholica Charities Housing Services is interested in rehabilitating the property you occupy at <<ADDRESS>>, which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) and other non-federal sources.

**The purpose of this notice is to inform you that you will not be permanently displaced in connection with the proposed project. Do not move now.**

If the project application is approved and financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided.

In the unlikely event temporary displacement exceeds 12 months, comparable replacement housing will be made available at the earliest possible time, but in any event, no later than 12 months from the date of the move to temporary housing. Temporarily housed persons may agree to extend the 12-month limitation but, if they do not, the Owner shall ensure that comparable replacement dwellings are available within the 12-month period.

You will have no less than 30 days' notice to temporarily vacate your unit.

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Owner's Relocation Assistance Program may have the appeal application reviewed by the Owner in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Owner.

NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States. However, the Owner will utilize non-federal funds to provide relocation assistance to otherwise eligible occupants.

Since you will have the opportunity to occupy a newly rehabilitated apartment, and you are not being required to permanently vacate, we urge you not to move and to remain a tenant in good standing. You must continue to comply with the terms and conditions of your current lease. **If you choose to move on your own, or are evicted for cause, you will not receive any relocation assistance.**

Please remember:

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. If you have any questions about this or any other relocation issues, please contact me at the address and the phone number below. We will make every effort to reasonably accommodate your needs.

This letter is important to you and should be retained. If you have any questions about this or other relocation issues, please contact <<NAME>> at <<PHONE NUMBER>>.

Sincerely,

\_\_\_\_\_  
*Received by*

X\_\_\_\_\_  
*Recipient's Signature*

\_\_\_\_\_  
*Date*

Delivered on/by: \_\_\_\_\_

Posted on/by: \_\_\_\_\_

Mailed on/returned: \_\_\_\_\_

## **EXHIBIT E**

### **NOTICE OF NON-DISPLACEMENT**



## NOTICE OF NON-DISPLACEMENT

<<DATE>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants

<<ADDRESS>>

<<ADDRESS>>

Dear <<NAME>>:

Catholic Charities Housing Services ("Owner") notified you previously of proposed plans to rehabilitate the property you currently occupy at <<ADDRESS>>. Once funding has been secured, the repairs will begin soon after.

You are protected by the Uniform Relocation and Real Property Acquisitions Policy Act of 1970, as amended (URA). The Owner has retained the professional firm of <<NAME>> to assist in the temporary relocation process.

**This is a notice of non-displacement.  
You will not be required to move permanently as result of the rehabilitation.**

This notice guarantees you the following:

1. Residents will have to move out temporarily during rehabilitation activities.
2. If you must move temporarily so that the rehabilitation can be completed, the Owner will pay for all eligible costs related to temporary moving expenses, including the cost of moving to and from temporary housing and any increased interim housing costs.
3. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.
4. Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.
5. One of the protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA and Guidelines. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. Comparable replacement housing will be made available at the earliest possible time but in any event no later than 12 months from the date of the move to temporary housing. (Can be extended by tenant agreement).
6. You will have no less than 30 days' notice to temporarily vacate your unit.

Since you will have the opportunity to occupy a newly rehabilitated apartment, and you are not being required to permanently vacate, we urge you not to move and to remain a tenant in good standing. You must continue to comply with the terms and conditions of your current lease.

**If you choose to move on your own, or are evicted for cause, you will not receive any relocation assistance.**

This letter is important to you and should be retained. A relocation specialist will be assigned to you and will contact you closer to the date of your temporary move. If you have any questions about this or other relocation issues, again please contact <<NAME>> at <<PHONE NUMBER>>.

Sincerely,

\_\_\_\_\_  
*Received by*

X\_\_\_\_\_  
*Recipient's Signature*

\_\_\_\_\_  
*Date*

Delivered on/by: \_\_\_\_\_

Posted on/by: \_\_\_\_\_

Mailed on/returned: \_\_\_\_\_

## **EXHIBIT F**

### **NOTICE TO TEMPORARILY VACATE**

## NOTICE TO TEMPORARILY VACATE

<<DATE>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants

<<ADDRESS>>

<<ADDRESS>>

Dear <<NAME>>:

As you know, Catholic Charities Housing Services (“Owner”) will be remodeling the unit you currently occupy at <<ADDRESS>> (Project Site). In order for the remodel to be completed, it will be necessary for you to temporarily relocate from the Project site.

It has now been determined by the Owner that it is necessary for you to vacate your current unit no later than <<TIME>> on <<DATE>>. We have identified a temporary unit for you to occupy. It is located at the <<NAME/ADDRESS>>. The Owner will pay for the cost of the temporary accommodations during your temporary stay.

Property management staff will be contacting you shortly to coordinate and explain the details of your move and the benefits for which you may be eligible. You will receive moving assistance and advisory services, which will be explained to you when you meet with them.

In order not to delay the rehabilitation process, it is very important that we work together to help you move, because you must move out of your current unit by <<TIME>> on <<DATE>>.

Once the rehabilitation of the Project site units has been completed, you may return to your unit or a comparable Project unit. If you have any questions regarding this or any other relocation issues, please contact your relocation agent, <<NAME>> at <<NUMBER>>.

Sincerely,

<<NAME>>

<<TITLE>>

<<ORG>>